

EPMAC - CODE 44/442



**PLACEMENT - RIGHT
PERSON
RIGHT JOB - RIGHT**

REV May 04

EP44 Functions

- **Central point of contact for these commands**
 - Medical/Dental
 - SEABEE
 - SPECWAR/EOD/Diver
 - Security/Corrections
- **Focus on Readiness**
 - Ensure compliance with MCA policies/priorities
 - Review all orders that don't pass order edits
 - Anti-terrorism/ Force Protection
- **Educate, Correct, Communicate**
 - Annual/Semi Annual Workshops
 - EDVR Review
 - NEC Management

EP442 Specific Actions

- **Manning Actions**
 - Pay-grade Substitutions, D-Rates
 - Additional Requisitions
 - Diverts, Comptours, Crossdecks
 - Coordinate TEMADD assists for UPLs
- **Monitor**
 - BA Change Tapes
 - Daily Transaction Monitoring Report
 - Order modification reports
- **Correct Systemic Errors**
 - Initiate NEC Removals and Awards
 - Initiate NMP Rewrites
 - NEC/DNEC Mis-matches

Code 442 Placement Statement

- To provide enlisted placement of HM and DT personnel for all activities under the cognizance of COMLANT/PAC, NPC and COMNAVRESFOR.

Placement Coordinator

- *Command advocate: Responsible for the overall manning of the commands he/she is assigned. POC for the command in all manning issues, i.e. NMP, BA Changes, EMIRS, PERSMARS, all manning inquiries*
- *Manages command manning profile and NEC distribution*
- *Approves/Disapproves ORDERS not meeting edits based on command readiness and needs*
- *Investigates and initiates COMPTOURS/DIVERT/ CROSSEDECKS*
- *Provides commands with EDVR scrubs*
- *Provides distribution training to personnel responsible for command manning*
- *Evaluates and initiates reviews of Navy Manning Plan (NMP) for specific ratings*

Code 442 Medical/Dental Personnel

Medical/Dental Placement Officer and Coordinators

HMCM(SW/AW) Woodcock
DSN/COMM (504) 678-4840
terry.woodcock@navy.mil

Placement Officer.

HMC(FMF) Best
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Assistant Placement Officer, OCONUS,
School Commands

HM1(FMF) Ramirez
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All Medical and FMF Cmds East of Mississippi,
T-AH 20 USNS Comfort.

HM1(FMF) Thompson
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All Medical and FMF Cmds West of Mississippi,
T-AH 19 USNS Mercy

DT1(SCW) Birt
DSN/COMM (504) 678-5000

All Dental Commands
NEC 0510/0522, Drug Counselors for

Rating Specialist

- *Command advocate: Responsible for the manning of his/her assigned ratings for all commands. Works with PC/Detailers concerning all manning issues. i.e. NMP, BA Changes, EMIRS, PERSMARS, all manning inquiries*
- *Liaison to detailers, major focus on READINESS*
- *Along with the ECM, manages distributable inventory of his/her assigned ratings*
- *Evaluates and initiates reviews of Navy Manning Plan (NMP) for specific ratings*
- *Approves/disapproves ORDERS not meeting edits*
- *Scrubs and sets SUPER JASS based on command readiness and fleet balance*

Responsibilities

- Naval Personnel Command is responsible for the assignment of most enlisted personnel
- The Fleets are responsible for the readiness of activities under their Command
- EPMAC is the Fleets agent in maintaining personnel readiness, within the policies established by the MCA's and NPC

Manning Control

- **Exercised by the MCA's**

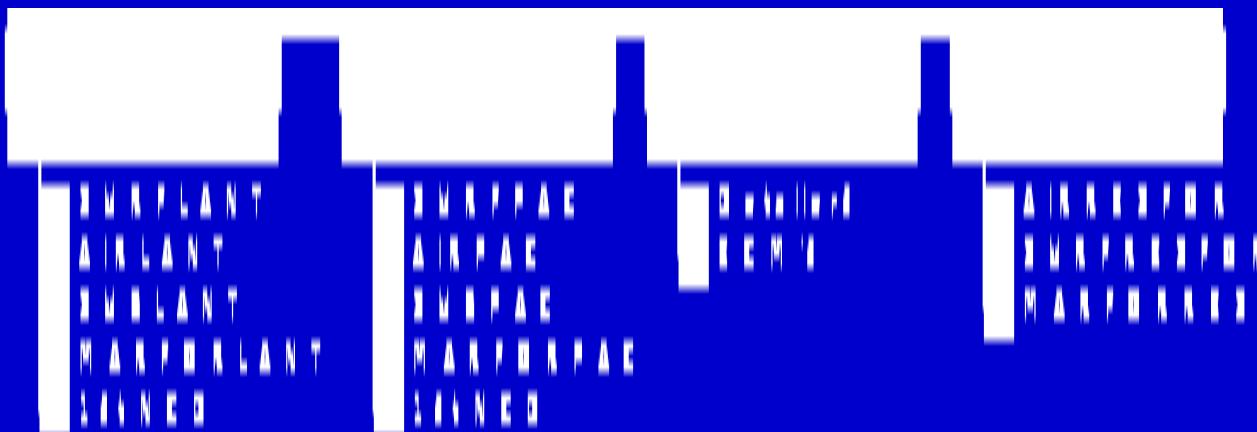
- NPC for most CONUS activities
 - COMPACFLT for most Pacific Ocean area composites
 - COMLANTFLT for most Atlantic Ocean area composites
 - CNRF for all reserve forces

- **Consists of two functions**

- **Manning** - The function of determining the quality, quantity and priority of allocation of personnel to all billets within a composite.
 - **Placement** - The function of communicating unit personnel vacancies to the Assignment Control Authority (ACA) and directing the order in which these vacancies are to be filled. Also included in the placement function is the review of orders not meeting system edits and posting of Requisitions (Jobs) on JASS.

Medical Manpower Managers

MCAs



MMCs

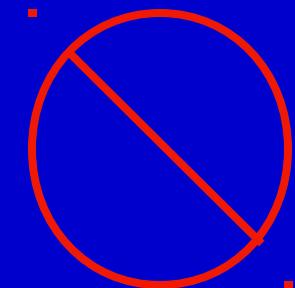
CMC

BUMED

HSO

Who should call EPMAC?

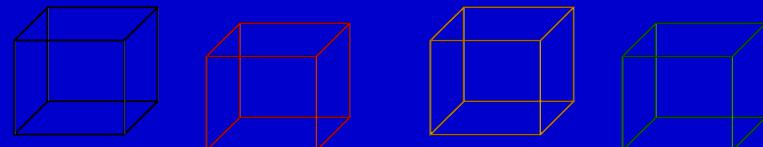
- Individuals with questions about their personal detailing issues.
- Personnel who are responsible for their command's manning with questions about their command's manning issues.
- Anyone with questions about how enlisted placement is performed.



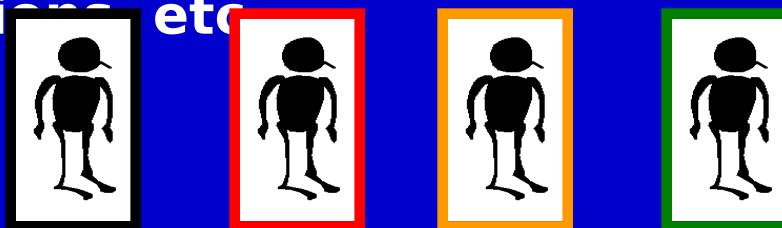
How are decisions
made about which
bodies go to which
bickets?

What is placement?

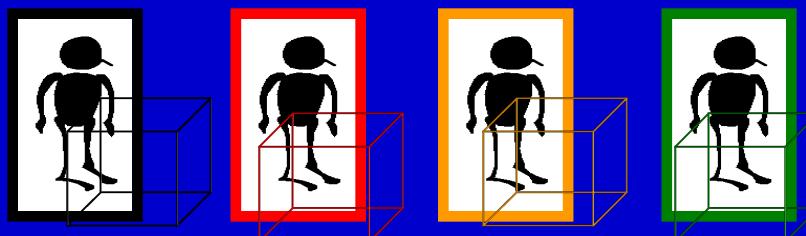
- **Billets Authorized (BA):** Funded billets



- **Available Manpower Assets:** Affected by retention, advancement cycles, schoolhouse fluctuations, etc.

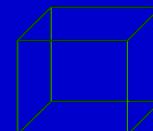
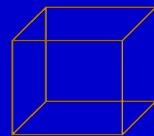
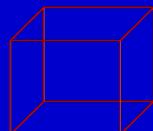
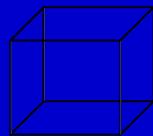
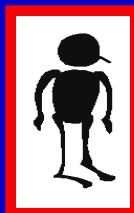
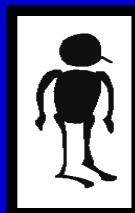
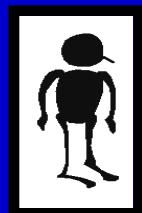


- **Ideally, they would match up exactly.**



What is placement?

- They never do



- **So who decides which billets get bodies and how...?**

Navy Manning Plan (NMP)

- **Function**
- Determine the most equitable level of manning an activity can expect on the basis of **predicted** manpower assets
- NMP = Goal of “fair share” distribution.
- Developed by an algorithm that factors in
 - **AVAILABLE INVENTORY**
 - **BILLETS AUTHORIZED (BA)**
- No automatic recalculation. Regular monitoring performed by EP46. Proactive monitoring by Placement Coordinators is also key.

Changes that Affect NMP

- Billets Authorized
- Projected Navy Distributable Assets
- CNO Priority One and Two Manning
- MCA Priority Three and Directed Manning

Placement Actions

- **Requirement Identified**

- Email Enlisted Manning Inquiry Report (EMIR)
- Manning Inquiry
- Enlisted Manning Inquiry Report (EMIR)
- Telephone
- E-mail

- **Action**

- Verify Validity
- Check Requisition status
- Obtain fill from Detailer
- Look for PCS Divert/COMPTOUR
- Direct action
- Inform command of action taken

Placement Actions

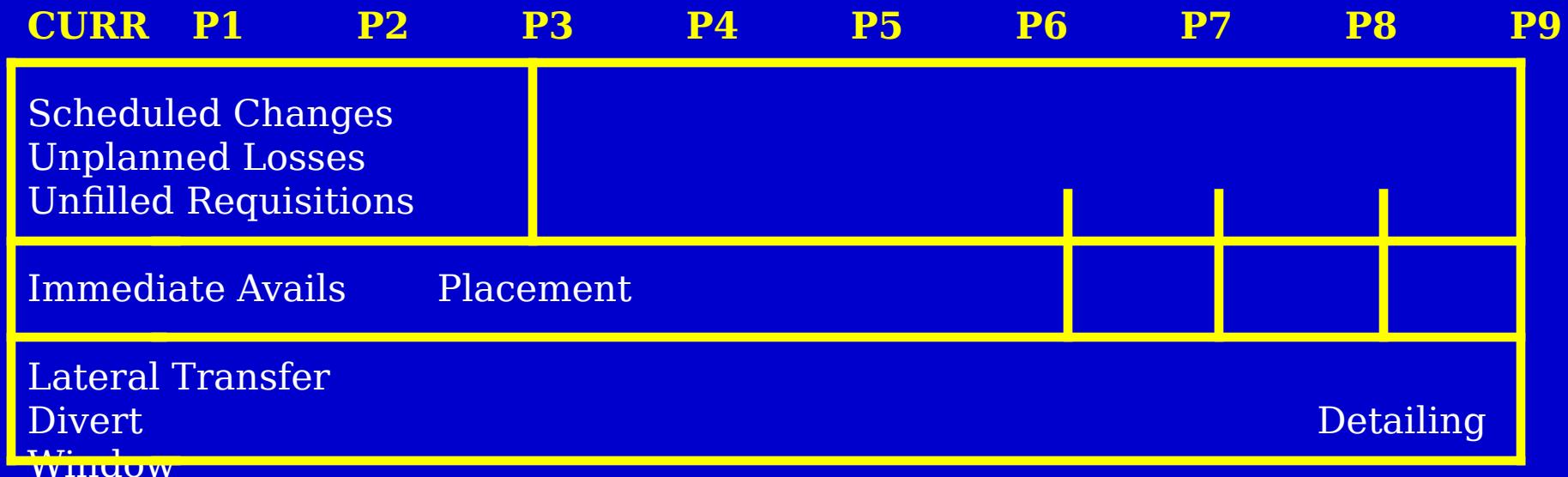
- **Deficiency Resolution Possibilities**

- Immediate availability
- Lateral transfer
- PRD extension
- Divert a PG
- TAD Assist

Factors That Affect Placement Decisions

- Requisitions
- Policy
- Training
- Fiscal Constraints
- NMP
- Spouse Collocation
- Guard Assignments
- Individual MCA Priorities
- Erroneous SDS/DMRS Submissions
- Un-addressed EDVR Discrepancies
- Job Advertising and Selection System (Super JA)
- ITEMPO (on hold)
- Readiness
- Requirements
- Manning
- Distribution
- Projections
- Advancements

Detailing Windows



EPMAC and JASS

- *EPMAC sets JASS based on MCA 'business rules', fleet balance, requisition priority, and READINESS.*
- *JASS is set following a ratio of rollers to requisitions (not all command vacancies are advertised on JASS)*
- *EPMAC control of JASS provides Detailers with additional time for Sailor advocacy.*

- **GREEN REQs: Open for personnel rolling from 6 to 9 months out.**
- **RED REQs: Open for immediate avails (LIMDU/PREG/ School Grads/ etc)**
- **AMBER REQs: GUARD 2000 REQs.**
- **GREY REQs: Only seen by EPMAC/MCAs. Detailers cannot write to GREY REQs**

EPRES

Enlisted Personnel Requisition System

Enlisted Requisition

MCAP COMPOSITE 3

COMM	8000	MCA	P	CMP	3	PG	3 - 9	NEC	-	KBLT						
UIC		TAR		FAC		TUMO		ATC	S/S	HPC						
SSN		PAGE	COMMAND	F		PERSEL			K S							
S	C	W				SSN		NAME	ARATE	EDA	B	T	DTLR	ID		
E	M	I				RBBRV			S/S	HPC	ATC		PROS			
L	RQN #	T	S	UIC	ACTY	NAME	NEC	NEC/K	BLT	TUM	FC	C/P	C/P	CUR	PRS	DATE
	00100			67446	1ST	FSSG	FMFP	HMCM	9580	054	2	Y	Y	KCC	KCC	
	00200			67360	3RD	MDIV	FMF	HMCM	XXXXXXXXXX	DUBER	HMCM	034	C	DTL-ADD		
	00100	*	*	03368	CVN	68	NIMITZ	HMCS		094	2	Y		KSD	KSD	
	00200			67436	3D	FSSG	FMFPA	HMCS	XXXXXXXXXX	GAINO	HMC	124	P	N407CE		
	00300			67446	1ST	FSSG	FMFP	HMCS	8404	114	2	Y	Y	KCC	KCC	
	00400			31055	MAG	13	YUMA	HMCS	8404	084	2	T		KYU	KYU	
	00100			07184	LPD	10	JUNEAU	HMC	XXXXXXXXXX	DZIEW	HMC	104	P	N407CE		
	00200			64495	MC	MTWARTRACE		HMC	XXXXXXXXXX	HUBBA	HM1	064	U	N407CE		
	00300			67448	1ST	MDIV	FMF	HMC	8404	034	2	Y	Y	KCC	KCC	
	00100	*		05840	LCC	19	B RIDG	HM1	XXXXXXXXXX	MALON	HM1	015	P	N407CE		
	00200			41654	CSSD	36	IWAKU	HM1	8404	124	4	S	S	JHI	JHI	
	00300			67436	3D	FSSG	FMFPA	HM1	8404	094	4	S		OKI	OKI	
	00400			41975	1STMAW	IWAKUN		HM1	8404	114	4	S	S	JHI	JHI	
	00500			47418	FLT	SURG	TEAM	HM1	XXXXXXXXXX	WILLI	HM1	114	P	N407CE		

Enlisted Requisition

MCAP Composite 3 (Closed Loop)

COMM	8425	MCA	P	CMP	3	PG	3 - 9	NEC	-	KBLT						
UIC		TAR		FAC		TUMO		ATC	S/S	HPC						
SSN		PAGE	COMMAND	F		PERSEL				K S						
S	C W					RBBRV	SSN	NAME	ARATE	EDA	B	T	DTLR	ID		
E	M I								S/S	HPC	ATC		PROS			
L	RQN #	T	S	UIC	ACTY	NAME	NEC	NEC/K	BLT	TUM	FC	C/P	C/P	CUR	PRS	DATE
00100		46245		T-AH	19	MMEDT	84258	XXXXXXXXXX		YUMOL	HMC		104	P	N407CH	
00200		21313		DDG	53	J P J0	84257			124	2	Y	KSD	KSD		
00300		21387		CG	54	ANTIETA	84257	XXXXXXXXXX		SNOOK	HMC		104	P	N407CH	
00400		21623		CG	63	COWPENS	84257			124	4	S	JYS	JYS		
00500		21824		DDG	62	FITZGE	84257	XXXXXXXXXX		RYAN	HMC		094	P	N407CH	
00600	*	55448		NMCB	40		84258	8404		124	2	X	KUE	KUE		
00700		07184		LPD	10	JUNEAU	84256			064	4	S	JSA	JSA		
00800		67864		MEC	POHANG	K0	84257	8404		124	3	S	S	K0R	K0R	
00900		55205		CG	I	MEF	84258	8404		114	2	Y	Y	KCC	KCC	
01000		67436	3D	FSSG	FMFPA		84256	XXXXXXXXXX		WEEKS	HM1		104	U	N407CH	
01100		67436	3D	FSSG	FMFPA		84255	8404		094	4	S	OKI	OKI		
01200		67436	3D	FSSG	FMFPA		84255	8404		094	4	S	OKI	OKI		
01300		67436	3D	FSSG	FMFPA		84256	8404		114	4	S	OKI	OKI		
01400		67436	3D	FSSG	FMFPA		84256	8404		124	4	S	OKI			

“N” Requisitions

Example

	P9	P9		N	P	A
RABBR	BA	NMP	POB9	RQN	RQN	
RQN						
NEC	060	060				
PNCM	5	5	2	1-		
PNCS	2	2	4			
PNC	12	11	9	2-		1-
PN1	15	15	10	3-	2-	
PN2	9	9	9			
PN3	4	4	2			
PNSN			4		2	
TOT	47	46	40	6-		1-

“N” requisitions- The quality and quantity of personnel required to bring a distribution rating from total POB9

How do we ensure
that commands and
EPMAC are
working from the
same information?

EDVR

- **Purpose**

- Common reference for communicating manning status between the activity and the MCA

- **Action**

- Identifies expired, current, future gains/losses, LIMDUs
 - Identifies temporary duty/deserter listing
 - Verifies EAOS/PRD/DNEC/NEC's

- **Reports**

- Monthly statement of activities personnel account
 - EDVR Manual
 - Present and future manning
 - Statement of account

EDVR REVIEW

- Purpose: To proactively maximize personnel readiness by advising commands of manning shortfalls and required corrective actions
- Performed semi-annually
- Command response required
- Link for PCEDVR:
<http://www.epmac.nola.navy.mil/>
(select “PCEDVR” from left-hand column)

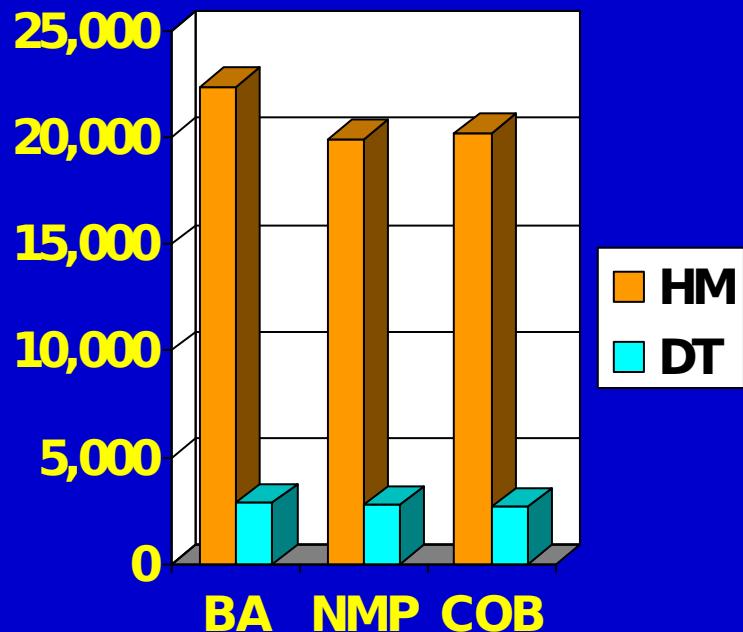
EDVR Review Actions

- Research expired prospective gains/losses
- NEC Review
- Identify/correct critical manning deficiencies
- Highlight necessary database updates
- Reenlistment intentions
- Known or anticipated loss not reflected in EDVR

Enlisted Manning Inquiry Report (EMIR)

- **Purpose**
 - Provides rapid notification of significant enlisted personnel losses so appropriate requisition action can be taken.
- **Action**
 - Provide relief IAW MILPERSMAN 1306-108

USN Medical-Dental Manning



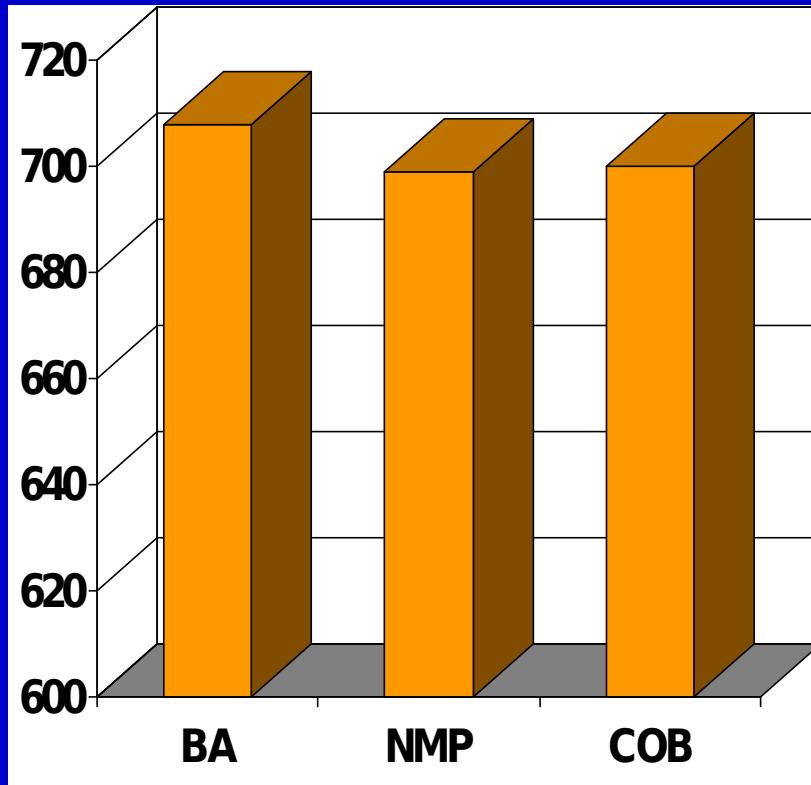
- **Hospital Corpsman**

- BA 22,363
- NMP 19,937
- COB 20,222

- **Dental Technician**

- BA 2,897
- NMP 2,777
- COB 2,675

TAR (FTS) Medical Manning



- **Hospital Corpsman**
 - BA 708
 - NMP 699
 - COB 700

Navy Enlisted Classification for USN Medical Personnel

NEC	Title	CUR BA	CUR NMP	COB COB	%COB NMP
0000	General Service HM	13,137	11,408	11,688	
8401	Search & Rescue Med Tech	104	95		97
8402	Submarine IDC		214	210	186
8403	FMF Recon IDC		27	27	22
8406	Aerospace Med Tech	430	417		452
8407	Radiation Health Tech		107	106	86
8408	Cardiovascular Tech	91	91		84
8409	Aerospace Physiology Tech	126	113		103
8416	Clinical Nuclear Med Tech	64	64		81
8425	Surface IDC	958	886		811

Navy Enlisted Classifications for USN Medical Personnel

NEC	Title	CUR BA	CUR NMP	COB COB	%COB NMP	
8427	FMF Recon Corpsman	72	72	51	71	
8432	Preventive Medicine Tech	664	636	583	92	
8434	Hemodialysis Medicine Tech	27	27	23	85	
8445	Ocular Tech	72	76	83	109	
8446	Otolaryngology Tech	98	109	113	104	
8451	Basic X-Ray Tech	229	245	276	113	
8452	Advanced X-Ray Tech	574	557	521	94	
8454	Electroneurodiagnostic Tech	33	33	31	94	
8463	Optician	304	305	328	108	
8466	Physical Therapy Tech	238	223	207	93	

Navy Enlisted Classification for USN Medical Personnel

NEC	Title	17	CUR	CUR	201	%COB
			BA	NMP	COB	NMP
8467	Occupational Therapy Asst	17	17	16	94	
8472	Biomed Photography Tech		39	38	35	9
8478	Adv Biomed Equip Tech		248	225	201	8
8479	Basic Biomed Equip Tech	119	119	104	87	
8482	Pharmacy Tech		870	781	836	10
8483	Surgical Technologist		806	735	780	10
8485	Psychiatry Tech		350	316	349	11
8486	Urology Tech	83	60	84	140	
8489	Orthopedic Cast Room Tech	141	138	162	117	
8491	Special Operations IDC		125	123	119	9

Navy Enlisted Classification for USN Medical Personnel

NEC	Title	CUR BA	CUR NMP	COB COB	%COB NMP
8492	Special Operations Tech	130	129	100	
78					
8493	Deep Sea Diving Med Tech	96	95	85	89
8494	Deep Sea Diving IDC	81	81	66	81
8495	Dermatology Tech	50	49	53	108
8496	Mortician	16	16	12	75
8503	Histopathology Tech	47	43	50	116
8505	Cytotechnologist	44	43	43	49
	114				
8506	Advanced Lab Tech	1,393	1,099	1,162	
	106				
8541	Respiratory Therapy Tech	139	130	133	102

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Navy Enlisted Classifications for Dental Personnel

NEC	Title	CUR BA	CUR NMP	%COB COB	%COB NMP
0000	General Service DT	2,103	2,030	1,986	98
8703	Administrative Tech	245	224	220	98
8708	Dental Hygienist		96	95	61
64					
8732	Equipment Repair Tech		84	96	90
94					
8752	Basic Lab Tech		143	124	119
96					
8753	Advanced Lab Tech	120	103	96	93
8765	Maxillofacial Lab Tech		7	7	7
100					
8783	Surgical Tech	99	98	96	98
	Total	2,897		2,777	2,675
					May 04

Navy Enlisted Classifications for TAR (FTS) Medical Personnel

NEC	Title NMP	CUR BA	CUR NMP	%COB	
				COB	COB
0000	General Service HM	601	596	604	101
8401	Search & Rescue Med Tech	2	2	2	100
8406	Aerospace Med Tech	45	39	36	92
8425	Surface Force IDC	32	33	24	73
8432	Preventive Medicine Tech		7	7	7
	100				
8452	Advanced X-Ray Tech	5	5	9	180
8482	Pharmacy Tech		4	4	6
	150				
8506	Advanced Lab Tech	13	13	12	92
	Total	708	699	700	
	100				

PBD-712 HM Billet Reduction FY-05

NEC	Title	
0000	General Service HM	419
8401	Search & Rescue Med Tech	19
8407	Radiation Health Tech	11
8408	Cardiovascular Tech	17
8416	Clinical Nuclear Med Tech	26
8434	Hemodialysis Medicine Tech	10
8445	Ocular Tech	18
8446	Otolaryngology Tech	24
8451	Basic X-Ray Tech	24
8452	Advanced X-Ray Tech	17
8454	Electroneurodiagnostic Tech	7
8463	Optician	74
8466	Physical Therapy Tech	26
8472	Biomed Photography Tech	3

PBD-712 HM Billet Reduction FY-05

NEC	Title	
8479	Basic Biomed Equip Tech	18
8482	Pharmacy Tech	123
8485	Psychiatry Tech	15
8486	Urology Tech	7
8489	Orthopedic Cast Room Tech	2
8495	Dermatology Tech	5
8503	Histopathology Tech	6
8505	Cytotechnologist	7
8506	Advanced Lab Tech	120
8541	Respiratory Therapy Tech	<u>2</u>
	Total	1,000

PBD-712 DT Billet Reduction FY-05

NEC Title

0000	General Service DT	219
8752	Basic Lab Tech	15
8783	Surgical Tech	2
	Total	236

Items of Interest

- EPMAC is your command's advocate.
- EPMAC should be contacted on all matters pertaining to readiness/manning issues ie. gapped billets and NMP requests. We also handle the EDVR, NEC awarding and removals (Code 49), and Specialized Placement (Code 44).
- Billet changes should go to your respective HSO's then to BUMED for final approval and implementation. Each command has an analyst at BUMED.
- A decision to place a Pharmacy Tech (HM-8482) in the Operating Management Department is one which is made by the command (not EP MAC or NPC).

Items of Interest (cont)

- Career Counselors can help keep EMIRs to a minimum by counseling people at least 9 months prior to their EAOS/PRD, if member E5 and above desires to separate request alignment of PRD and EAOS.
- NEC 8404 Component UICs
- Core/Component UICs.
- EDVR Review.

Summary

Navy Goal : BA = NMP

System Goal : Man to NMP

Requisitions are generated by NMP NOT
BA

Recommendations

Read references

Verify EDVR

CALL FOR HELP

References

- **EDVRMAN 1080#4 UM-01**
 - Format and procedures for validation of the Enlisted Distribution and Verification Report (EDVR)
- **NAVPERs 18068E**
 - Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (Section II)
- **NAVEDTRA 10500**
 - Catalog of Navy Training Courses (CANTRAC)
- **NAVPERs 15560D**
 - Military Personnel Manual
- **OPNAVINST 1000.16J**
 - Manual of Navy Total Force Manpower